

**VOLUNTARY EMPLOYEE INCENTIVE PROGRAMS
JULY 1, 2015 – JUNE 30, 2017**

POSITION PROCESSING INSTRUCTIONS

Reduced Workweek. Position Hours field codes to be used are "V" if hours are reduced from full-time to part-time and "P" if hours are reduced from part-time to lesser part-time.

Sporadic days off. No change to position file is required.

Unpaid Leave. Place a "5" in the Position Status Field.

Flexible Position Staffing. Alphabetical Position Number Suffix codes to be used are E and F instead of the standard A and B.

HUMAN RESOURCES PROCESSING

Reduced Workweek

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet for each position to the Office of the State Controller to reduce position hours.
2. The Bureau of the Budget will notify the department when this position change has been processed. The department may then process a salary change as follows:

Screen	Codes
H0BU5	O - Voluntary Reduced Hours
UH1U1	G - Salary Change Q - Voluntary Reduction to Part-time Comment: Hours reduced from ___ to ___ biweekly

Sporadic Days Off

Submit 1 Application Form and 1 Worksheet to the Office of the State Controller.

Unpaid Leave

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet to the Office of the State Controller to freeze the participant's position for the duration of the leave.

2. The Bureau of the Budget will notify the department when the freeze action has been processed. The department may then process the unpaid leave as follows:

Screen	Codes
H0BU6	O - Voluntary Unpaid Leave
UH1U1	R - Voluntary Unpaid Leave

Flexible Position Staffing

1. To start participation, submit 1 Position Detail Record, 1 Application Form, and 1 Worksheet for each position to the Office of the State Controller to change one target position to job share (using Codes E and F) and to freeze the other target position for the duration of the job share arrangement.
2. The Bureau of the Budget will notify the department when these position changes have been processed. The department may then transfer the employees to the appropriate position numbers as follows:

Screen	Codes
HMHU1	45 - Internal Transfer
H0BU5	O - Voluntary Reduced Hours
UH1U1	E - Transfer
	Q - Voluntary Reduction to Part-time
	T - Voluntary Job Share

NOTE: Positions that are reduced in hours by participation in the Voluntary Employee Incentive Programs will be frozen at the reduced number of hours, and positions that become vacant as the result of Unpaid Leave will be frozen for the duration of the leave period. However, positions may be restored to previous levels of funding and temporarily vacated positions may be filled if this is in the best interest of the agency and the agency can identify an alternative savings. Alternative savings must be approved by the Bureau of the Budget.